

CRANE ARMY AMMUNITION ACTIVITY  
CRANE, INDIANA  
MILITARY EQUAL OPPORTUNITY (EO)  
AND  
CIVILIAN EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
PROGRAM OFFICIALS AND EEO COUNSELORS

**COMMANDER**



**TODD R. SMITH**  
COL, OD

**MILITARY EO COUNSELOR**



**MARTIN G. CLAEYS, LT, USN**  
EXECUTIVE OFFICER

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EQUAL EMPLOYMENT  
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CODE HR6, BLDG. 2, 854-3699

**MILITARY EO COMPLAINT PROCEDURES (ABBREVIATED)**

Military personnel who feel they have been discriminated against because of their race, creed, color, national origin, or sex, should immediately notify their immediate supervisor. If the complaint cannot be immediately resolved, the complainant should seek the advice of the CAAA Military EO Counselor, LT Martin G. Claeys, 854-1825. If the complaint is not resolved at Counselor level, the complainant may file a formal Inspector General (IG) complaint. If not resolved at IG level, the soldier may seek Congressional and/or legal assistance from Staff Judge Advocate General (Navy Office of Counsel, 854-4630). Note: At the informal stage, the soldier may go directly to the IG without discussing the complaint with supervisor or the EO counselor. For further information contact the CAAA Military EO Counselor, LT Martin G. Claeys, 854-1825.

**CIVILIAN EEO COMPLAINT PROCEDURES (ABBREVIATED)**

Employees, former employees or applicants for employment who feel they have been discriminated against because of their race, color, religion, national origin, sex (includes sexual harassment), age (40 or more), physical/mental handicap, or reprisal against for prior involvement in protected EEO activity should contact the EEO Counselor within 45 days of the incident being complained about, for EEO counseling. If the complaint is not satisfactorily resolved through counseling, a signed written (formal) complaint may be submitted within 15 days to the EEO Counselor. For further information contact the EEO Counselor, 854-3699.

**POINT OF CONTACT FOR SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career, when submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or when such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Problems with sexual harassment should be directed through your chain of command or you may contact Martha Bishop, 854-3699.

**24 HOUR SEXUAL HARASSMENT HOT LINE NUMBER IS 854-3000**

EEO POSTER, July 2004 \* \* \* DISTRIBUTION: OFFICIAL CAAA BULLETIN BOARDS

**PROCEDURES FOR PROCESSING INDIVIDUAL COMPLAINTS OF DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX (INCLUDING SEXUAL HARASSMENT), NATIONAL ORIGIN, AGE PHYSICAL OR MENTAL HANDICAP AND / OR REPRISAL FOR PREVIOUS PARTICIPATION IN THE EEO PROCESS.**

- Must **CONTACT EEO OFFICE WITHIN 45 CALENDAR DAYS** of alleged discriminatory act
- EEO Counselor is assigned, makes inquiry, collects information, attempts resolution
- If resolution is unsuccessful, individual may file a complaint within 15 calendar days of Final Interview
- Upon acceptance, Office of Complaint Investigation assigns investigator
- Investigation conducted, complainant provided copy of investigative report
- Complainant notified of right to request EEOC hearing or Final Army Decision
- If complainant does not respond, EEO Office requests Final Army Decision
- Final Army Decision will be made based on the file
- If hearing requested, EEOC assigns Administrative Judge
- EEOC Administrative Judge conducts hearing
- EEOC Administrative Judge makes findings, analysis and recommended decision
- Complainant has right to file notice of appeal to EEOC's Office of Federal Operations on Army's final decision